



2022-2023

St. Brigid School Before and Aftercare Program

The Mission of the aftercare program is to provide a structured program that is dedicated to the care, education and development of St. Brigid School students during afterschool hours. Our goal is to provide a positive, safe, and nurturing environment that will include snack, time to work on homework, options to learn new skills, opportunities to make new friends and have fun.

Before Care: 7:00 – 7:30 am

Before Care is held in the school yard between the Father Hayes Center and the main school building Monday through Friday.

Students must dress for all weather. Advanced sign-ups are not needed for Before Care. Parents will be billed through FastDirect for the time used.

Aftercare: 2:45 – 5:30 pm

Full-Time (Monday through Friday) available for Preschool through Grade 8

Part-Time (Any 3-4 days per week) available for Preschool through Grade 8

Per Diem (Drop in) available for Kindergarten through Grade 8 ONLY

Aftercare is available on full school days in accordance with St. Brigid School Calendar.

Regular Full and Part time aftercare begins on August 31, 2022 and ends on June 8, 2023.

Per diem/drop-in care begins on Tuesday, September 6, 2022 and ends on June 8, 2023.

Aftercare is not provided on early release days, parent/teacher conferences, or school vacations.

Full and Part Time Aftercare Benefits:

- August 31st, September 1st, and September 2nd are complimentary days for students registered for full or part time slots ONLY. (Per diem/drop-in care students will be charged the regular daily rate on those days)
- Students registered in full, or part time slots will receive special rates for enrichment programs.
- Students registered in full, or part time slots will receive consistent and convenient care allowing for an active aftercare routine.
- No charge for before care on the regularly scheduled aftercare days

Location and Check in for Aftercare:

Students with Full and Part Time slots will report to the aftercare check in room for the designated grade levels appropriate to the students. They will not wait in the dismissal lines at the drive thru.

Students using the per diem drop-in care will be dismissed to aftercare prior to the drive thru if notice is sent prior to the end of the school day. Otherwise, they will be brought to the appropriate check in room once the drive thru closes at 3:00 pm.

Parents utilizing per diem care must sign up daily on Fast Direct, much like the process of placing a lunch order. The drop-in location has a max of 12 students per day. This is a first come, first served basis.

Full Time and Part Time aftercare slots **must be secured in advance of the start of the first day of school.** Registration for Aftercare may be found on our website www.sbrigid.com .

2022-2023 Aftercare Rates:

Full Time Weekly Rate: \$115 per student (Monday through Friday)

Part Time Weekly Rate: \$125 per student (Any 4 days; must be designated at sign up)

Part Time Weekly Rate: \$95 per student (Any 3 days; must be designated at sign up)

Per Diem Flat Daily Rate: \$32 per student (Any 1 or 2 days daily sign up on Fast Direct required)

A non-refundable deposit of \$100 per student will be charged and billed through Fast Direct to hold the spot in the desired aftercare schedule for the school year. This deposit must be paid by August 1, 2022.

Withdrawal Policy: A written 2-week notice is required if parents want to withdraw any student from a Full time or Part time slot, at any time during the school year. Please contact Julie Roy, Director, at Julie.roy@portlanddiocese.org

Billing and Payments: Billing will be done through Fast Direct. Full and part time students will be billed weekly. Charges will be posted on Friday and bills are to be paid in full by Monday of the following week.

Billing for per diem care will be done on a bi-weekly basis and payment is expected to be made immediately.

NOTE: Refunds and credits are not available, even for absences or snow days.

Late Fees: A flat \$15 late fee will be charged for the first occurrence of pick up after 5:30 pm. The fee will increase to \$20 for the second occurrence. Three late pick ups in a year may result in the loss of eligibility to use the aftercare program.

Pick up from Aftercare: Please call or text the aftercare phone when you arrive to pick up your student. **The number is: 207-210-5429**

If students are outside with their group, locate the staff member with the ipad or clipboard to check your student out. No one will be released to any individual who is not pre-authorized by parents to pick up students. A photo ID may be required by the associate on duty before a student is released. In addition, if an individual arrives to pick a student up and the person is not authorized to do so, the associate will call you for verification.

Illness Policy for Aftercare: If a student becomes ill during Aftercare, you will be contacted and required to pick up the student within 30 minutes of the notification. If you are unable to arrive within the time frame, please be sure to have someone on your authorized pick-up list pick up the student. We

follow the same illness policy as we do during the school day. Refer to the Parent Student Handbook for the full disclosure.

Student Conduct/Discipline: Aftercare follows the same conduct and disciplinary policies found in the St. Brigid School Parent Student Handbook. Cell phone use is NOT PERMITTED during aftercare. If a staff member sees your child using a cell phone, it will be taken and will be returned when the student is dismissed from aftercare.

After School Enrichment Program: We are excited to offer enrichment activities throughout the school year. The Fall calendar of offerings will be coming soon. Please check in to our website, www.sbrigids.com under the BEYOND THE CLASSROOM tab on the sticky menu. Offerings and sign-up instructions will be posted as they become available.